

# Procedures for Volunteers at Cheney Mansion

The following procedures are to be followed concerning Cheney Mansion volunteers.

## **Volunteer Management**

Volunteers who work at Cheney Mansion are managed by the Head Gardener under the supervision of the Supervisor of Operations.

## **Volunteer Assignments**

Volunteers are assigned to one of two areas, depending on their preferences:

- Outside, planting and weeding duties
- Inside, decoration and docent duties

## **Reporting**

A monthly report of volunteer names, duties and hours must be made to the Park District of Oak Park.

*Cheney Mansion management of volunteers will follow the Park District of Oak Park's approved organizational procedures for volunteers in all other matters.*